



# CITY OF HOUSTON

## Job Posting

AP

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*Applications accepted from:*

ALL PERSONS INTERESTED

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*Job Classification*

ADMINISTRATIVE ASSOCIATE

3

*Posting Number*

PN# 110688

4

*Department*

Department of Public Works & Engineering

5

*Division*

Public Utilities Division

6

*Section*

Utility Maintenance Branch

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*Reporting Location*

611 Walker\*

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*Workdays & Hours*

M - F, 7:30 a.m. – 4:30 p.m.\*

\*Subject to change

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**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Compiles data for use of a variety of reports, surveys, inventories and studies. Composes, edits and types correspondences, speeches, reports, directives, etc. Maintains, prepares, revises and disseminates department rules, regulations, policies, procedures and other pertinent reference information. Assists in department budget preparation and monitoring. Assists in planning and implementing department sponsored activities and programs. Coordinates special projects and conducts field investigations to evaluate project progress. Provide technical guidance and assistance to clerical/management staff. Performs other duties as requested.

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**WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

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**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Liberal Arts, or related field.

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**MINIMUM EXPERIENCE REQUIREMENTS**

No experience required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

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**MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

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**PREFERENCES**

Preference will be given to applicants with software experience in Microsoft applications (i.e. Word, Excel, Access and Outlook). Knowledgeable in Infrastructure Management System (IMS) or a work order tracking system application.

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**SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

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**SAFETY IMPACT POSITION**

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 13**

\$824 - \$1,154 Bi-weekly      \$21,424 - \$30,004 Annually

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**OPENING DATE**

May 24, 2006

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**CLOSING DATE**

June 6, 2006

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**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer